

## Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, October 24, 2018 in the board room of the Housing Authority located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Eugene Wurtz, Mary Reak, Shirley Kitchen,

Absent: Becky Glewen

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Shirley Kitchen to approve the agenda. The motion was seconded by Eugene Wurtz. Motion carried.

Motion was made by Mary Reak and seconded by Shirley Kitchen to dispense the reading of the September 26, 2018 minutes and approve them as presented. Motion carried.

Public Forum- None

Communications-None

The Financial reports were reviewed. A motion was made by Mary Reak and seconded by Shirley Kitchen to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. The Board reviewed Dodge 1 check number 6406. Motion was made Shirley Kitchen and seconded by Shirley Mary Reak to approve the bills and pay as due. Motion carried.

Unfinished Business:

Dodge 1, 6 and OGLLC Occupancy Report for period October 2018.

Theresa	12-10	Burnett	12-9	Iron Ridge	8-8	Waupun	48-46
Ashippun	12-12	Lowell	12-12	Juneau	15-14	Oak Gove	24-21
Reeseville	14-13	Hustisford	14-14	Beaver Dam	17-17		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 141 + 0 port out

Occupancy report- Reviewed details of occupancy report.

Maintenance report- Remodel unit 1-104. Getting apartments ready. Ordered Dumpster for Burnett, trimming bushes. Hustisford Utilities alerted us to a high bill. Bob checked all apartments. Discovered a toilet running and repaired. No issues with Waupun Fire inspections. Snow removal is lined up except sidewalk in Hustisford. 2 new providers.

Tenant/Program participation report- Reviewed details of Tenant/Program Participation Report.

Management- The board discussed the internal controls document, review of bank statements & sample tenant file for OGLLC tax credit. Rural Development has changed the deposit agreement to remove them as a cosigner. We will need to do a new signature card for all reserve bank accounts and must maintain levels below FDIC and insured limits. Changes should be completed by 1/28/2018. Rural Development will change triennial review schedule for D1 and D6 to be same time as OGLLC so they will come again next year. Donna attended Tax Credit Training. Laura will attend COS training in Milwaukee.

Old Business:

- A. A motion was made by Eugene Wurtz to approve the 2019 OGLLC budget as presented. The motion was seconded Mary Reak. Motion carried.
- B. A motion was made by Eugene Wurtz to pursue development of Phase II. The motion was seconded Mary Reak. Motion carried.

New Business:

- A. A motion was made by Eugene Wurtz to approve the HUD 2019 payment standards as presented. The motion was seconded Mary Reak. Motion carried.
- B. A motion was made by Glenn Stousland to increase the Iron Ridge PILOT agreement to \$1580 per year valid for 3 years. The motion was seconded Eugene Wurtz. Motion carried.
- C. SVA Engagement letter-tabled

The board will meet at 8:00 on November 2, 2018 for annual board tours.

The next regular meeting of the Dodge County Housing Authority is scheduled November 28, 2018 at 8:00a.m.

A motion was made by Mary Reak to adjourn the meeting. The motion was seconded Eugene Wurtz.

Meeting adjourned at 10:07 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Friday, November 2, 2018 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:00 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Chairman, Mary Reak, Shirley Kitchen, Becky Glewen

Absent: Eugene Wurtz

Also Present: Donna Braun, Executive Director

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Mary Reak to approve the agenda. The motion was seconded by Shirley Kitchen. Motion carried.

The board and Donna Braun left from Juneau Apartments to tour properties owned by the Dodge County Housing Authority by car. No business was conducted on the tour.

The next meeting of the Dodge County Housing Authority is scheduled November 28, 2018 at 8:30am.

A motion was made by Shirley Kitchen to adjourn. The motion was seconded by Mary Reak. Motion carried.

Meeting adjourned at 1:07 p.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

# DODGE COUNTY HOUSING AUTHORITY

491 East Center Street

Juneau, WI 53039

Office 920-386-2866

Fax Number 920-386-2725

## OCCUPANCY REPORT---Rural Development

October 1, 2018

Move-Outs/Move Ins

November 1, 2018

### Dodge 1

Theresa 12-10

Ashippun 12-12

Reeseville 14-13

Burnett 12-9

Hustisford 14-14

Lowell 12-12

Iron Ridge 8-8

Juneau 15-14

Beaver Dam 17-17

Total Vacancies 116 -109

Percent Vacancy 6%

1 M/O

1 M/O

1 M/O

Theresa 12-10

Ashippun 12-12

Reeseville 14-13

Burnett 12-9

Hustisford 14-13

Lowell 12-12

Iron Ridge 8-7

Juneau 15-13

Beaver Dam 17-17

Total Vacancies 116 - 106

Percent Vacancy 8.6% YTD 5.02%

### Dodge 6

Waupun 48- 46

Total Vacancies 48-2

Percent Vacancy 4.2%

1 M/I, 1 M/O

Waupun 48-46

Total Vacancies 48 - 2

Percent Vacancy 4.2% YTD 3.49%

### Dodge 8/OGLLC

Oak Grove 24 -21

Percent Vacancy 12.5%

1 M/I

Oak Grove 24-22

Percent Vacancy 8.3% YTD 4.84%

**All Units 188 /176 6.8%**

**All Units 188/174 8%**

## **HUD HOUSING CHOICE VOUCHER PROGRAM**

**October 1, 2018**

Total program participants paid by Dodge County 141 + 0 port out = 141 total

**November 1, 2018**

Less 0 household removed

Less 0 households voluntarily off

Less 0 port out absorbed

Less 0 voucher searching

Added 0 Port In absorbed

Added 0 New

Added 0 voucher searching back on program

Program Participants in Dodge County 141

Paying for port out 0

Total program participants we are paying for 141

Current program participants searching 0

Current Vouchers Issued 0

Waiting List / with local preference, and not very low 2736/3033

Prepared – November 19, 2018